

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Cotton Division
Grading Branch
Classing Office
Official Title: Laborer
Working Title: Production Assistant
WG-3502-2

SJ CN14

I. INTRODUCTION

This position is located in a Classing Office which carries out assigned Cotton Division programs within a designated geographical area.

The employee serves as a Production Assistant engaged in performing a number of manual tasks in preparing cotton for classing.

II. DUTIES AND RESPONSIBILITIES

Receives sacks of cotton samples. Unloads and stacks sacks in receiving area of the cotton laboratory or in warehouses. Removes shipping tags, opens sacks, and lays samples in cotton classing trays. Carries trays to the HVI/classing tables.

As required, resacks samples after they have been classed.

When required, prepares shipping tags for samples to be sent to the quality control section.

Picks up loose cotton and places it in containers, weighs containers, records the weight on prepared forms, and stacks containers in a storage area.

Cleans the cotton classing laboratory.

Where applicable, monitors the baling of loose cotton. Insures straps are in place. Moves bales to storage area and weighs cotton bales and records bale weights.

At times, checks and records moisture content of cotton samples prior to testing by using a moisture meter.

III. SKILLS AND KNOWLEDGES

Manual skill to lift, open, remove contents, repack and tie sacks of cotton samples.

Skill in cleaning the laboratory and in use of brooms, mops, dustpans, etc.

Literacy skills to prepare shipping tags and read a moisture meter and record moisture readings of cotton samples. If applicable, literacy skills necessary to read operator instructions attached to a cotton bale press.

Where applicable, knowledge of the operation of a cotton bale press.

IV. PHYSICAL EFFORT

Requires routine, strenuous effort in lifting bags of cotton which weigh 30 pounds, and up to 40-50 pounds occasionally; stooping, bending, and climbing. May require long periods of standing on concrete floors.

V. WORKING CONDITIONS

Mostly inside, exposed to cotton dust and lint. Danger from lifting and possible falls. May require travel by vehicle back and forth to external warehouses.

VI. JOB CONTROLS

Supervision and Guidance Received : The employee is under the supervision of the Labor Leader or a higher graded employee. On each task, the employee is given specific oral instructions on what to do, when to do it and how to do it. The supervisor observes the work in progress and double checks shipping labels and recorded grades when applicable.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.